Each portlet, except **Traffic and News**, must include either a *Show Info* button or Portlet Purpose Description. This information is meant to provide users with an explanation of what the portlet does and how it is to be used.

How do I Access More Information?

The *Show Info* icon is used when a single portlet contains multiple links to different resources. The *Show Info* link, located in the title bar of the portlet (see Figure 1), displays the relevant information for that portlet. This option is not available for all portlets. Other portlets may display a Portlet Purpose Descriptions, described in the next section.

1. Click *Show Info*, or " ⓘ " icon, is located in the title bar of each portlet. The information for that portlet is displayed in a new browser.
2. To close the new browser, press Alt + F4 or click *Close* at the top right corner of your browser.

How do I Use the Portlet Purpose Description?

The Portlet Purpose Descriptions are placed directly on portlets where the portlet is accessing a single resource. The Portlet Purpose Description is a brief description; usually no more than a sentence or two in length, that describes the portlet and its purpose. It is displayed directly under the title of the portlet (see Figure 1). For example, in the **Air Explorer** portlet, directly under the title, you can read: "Air Explorer accesses ambient concentration data from EPA's Air Quality System (AQS) allowing users to generate maps, graphs, and data tables dynamically." This option is not available for all portlets. Other portlets may have a *Show Info* link, described in the previous section.

What is the Purpose of the Left Navigation Bar?

The left navigation bar includes links to different areas within the Portal. The navigation bar includes a link to *Portal Search* followed by General pages links and Program Office page links. The left navigation bar (see Figure 1) is the same regardless of which page you are currently viewing. However, the Management Pages are not visible to all users – only the users who have access to the Management Pages.

1. To use the left navigation bar, click the appropriate page link whenever you desire to go to that page. For example, if you would like to go to the **Atmospheric Conditions** Page, click *Atmospheric Conditions* on the left navigation bar.

2. When you would like to search the Portal, click the Search " 🔍 " icon or click *Search* at the top of the left navigation bar. This will take you to a page allowing you to search the Portal.
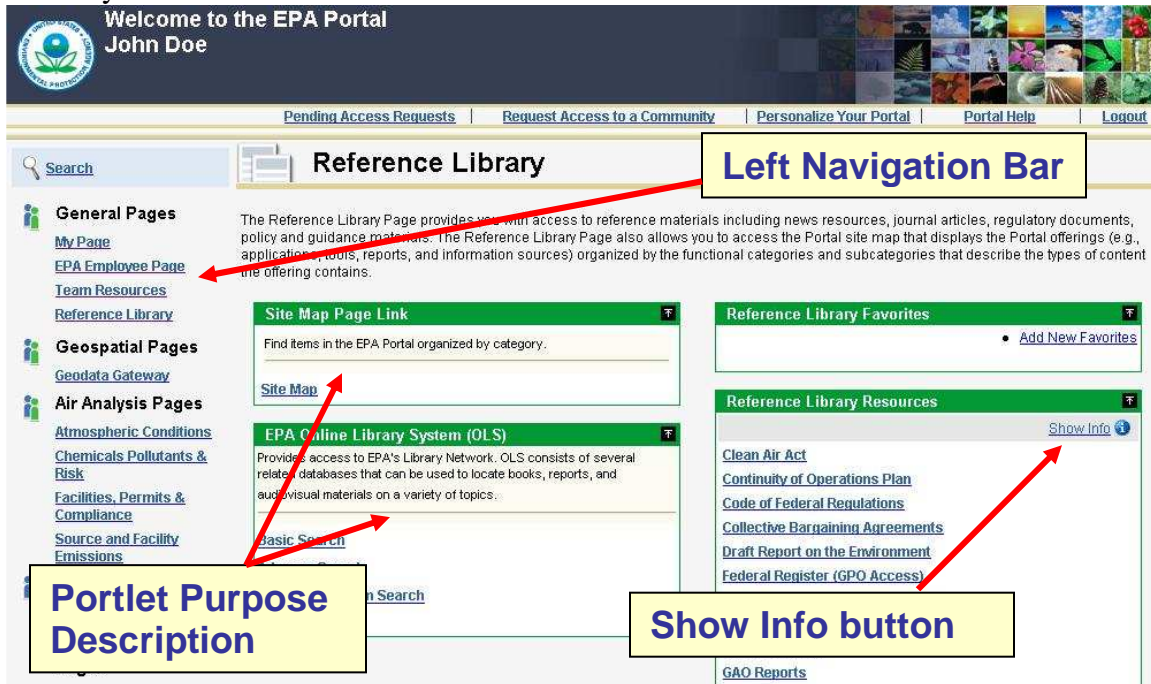

Figure 1: Show Info Link, Portlet Purpose Description, and Left Navigation Bar

Maximize/Minimize a Portlet

Maximizing and/or minimizing a portlet allows you to see the portlet in "full" (maximized) or in "shrink" (minimized) mode. The icons and their definitions are listed below:

- "🔼" Minimize or collapse
- "🔽" Maximize or restore

How do I Log into the Portal?

To log into the Portal, enter your User Name and Password on the Login screen and click *Login*.

How do I Log off of the Portal?

To log-out, or sign-off, of the Portal, click *Log-out* at anytime on any page. The *Log-out* button is always displayed at the top right corner of the page, regardless of which page you are currently viewing.

Who to Contact with Questions/Help?

For questions, concerns, or help, click *Contact Us* on the footer of every page (see Figure 2) or contact the EPA Customer Support Center at epacallcenter@epa.gov or call 1-866-411-4EPA.
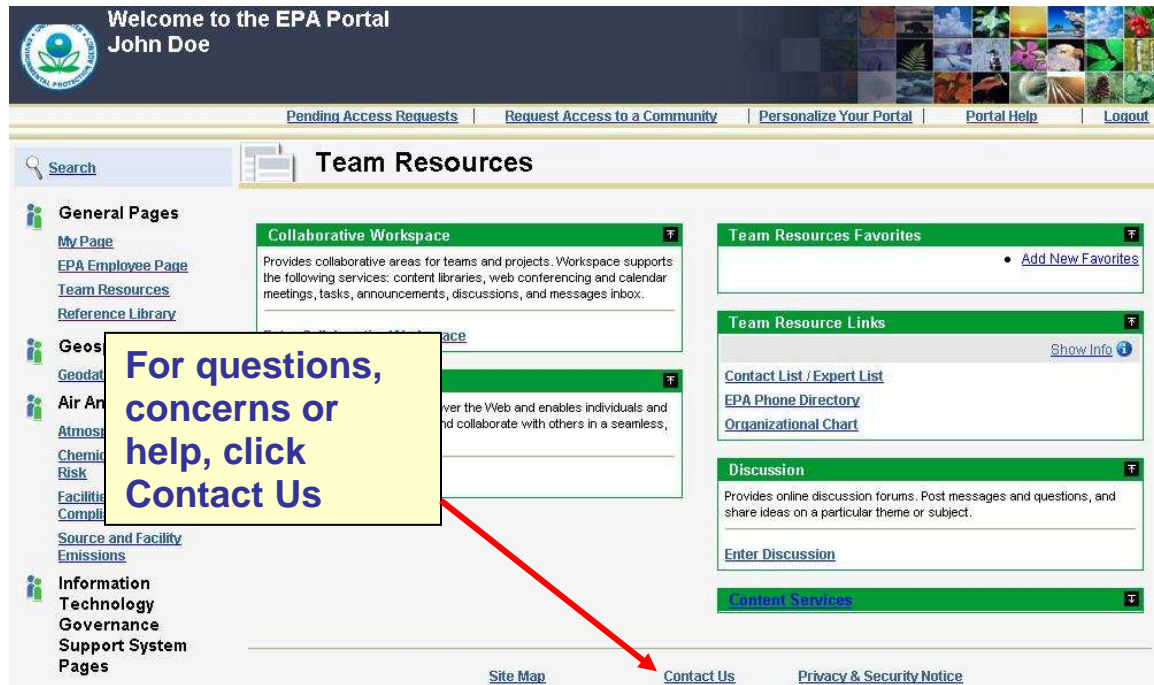

Figure 2: Contact Us Link